

ACCOUNTING TECHNICIAN

FLSA Code: N

Job Code: 2110

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under the regular supervision of the Financial Services Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing accounting functions; processing accounts payable and receivable; posting entries; preparing bills; reconciling accounts; maintaining records and files; preparing reports.

Processes accounts payable; resolves problems between vendor and department concerning bill;

Ensures proper signatory and account codes on bills;

Prepares automated and manual checks; issues stop payment orders; enters accounts payable data into computer system;

Reconciles financial estimates and cash reports from various city departments with Treasurer's Office;

Performs a variety of office assistance tasks as required by supervisor;

Ensures accounts reconcile with Financial Department records; collects certain fees;

Processes and maintains State Compensation Board reports for Constitutional Officers;

Prepares and distributes expenditure and revenue reports;

Maintains records on the internal services system; calculates and posts entries from supporting records; prepares journal entries and enters data into computer system;

Tracks and records expenditures, revenues, appropriations, carry-overs, and accrued interest;

Ensures financial statements balance with appropriate general ledger accounts;

Assists with special projects and reports as needed;

Processes accounts receivable and ensures payments are received;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school plus course work in accounting and considerable experience in accounting and/or bookkeeping; considerable experience in the use of office automation and standard office equipment, thorough knowledge of accounting terminology, methods, procedures and equipment, and standard office procedures, practices and equipment; demonstrated ability to understand and follow oral and written directions, establish and follow work procedures, post accounts and perform mathematical computations with speed and accuracy and establish and maintain effective working relationships with associates. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.